*ADP Cont off*

ODP-81-1125
26 August 1981


MEMORANDUM FOR:   See Distribution

STAT   FROM            :   [_____]
                          Policy and Plans Group,
                          Management Staff, ODP

       SUBJECT         :   Automatic Data Processing Resources
                          Availability List


1.   Attached, for your review, is the latest "ADP Resources Availability List" from GSA. This list announces excess government-owned or leased ADP equipment available for reutilization. The majority of government-owned equipment is available to requesting agencies at no cost. To obtain more information on an item, components should contact GSA directly at (202) 566-1248.

2.   ODP will assist the requesting component and will resolve, if necessary, competing internal Agency requests for the same equipment. Requesting equipment for which there is an acquisition cost is in the nature of a procurement action and will further require the services of ADP and Engineering Branch, Office of Logistics.

3.   To actually acquire the equipment, the requestng component should promptly call the Office of Logistics, Interdepartmental Support Branch (IDSB) on extension [_____]   STAT
IDSB will contact GSA, attempt to place the item on "hold," and provide instructions to the requesting component regarding the process to acquire the equipment. Please note that it will be the responsibility of the requesting office to provide for installation, operation and maintenance support for any equipment acquired from GSA. Headquarters Regulation [_____] also requires   STAT
components to obtain ODP concurrence prior to acquiring any CPU or equipment that exceeds certain dollar value criteria.

4. General questions on excess equipment procedures may be directed to the undersigned on [____] Any questions on the procurement aspects of obtaining excess ADP equipment should be addressed to [_____] Chief, ADP and Engineering Branch, OL on [_____]

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Attachment: a/s

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